

Step 3 - Permit Phasing: Partial “Progress” or “Conditional” Permits

For many projects, particularly new buildings and additions, applicants desire to complete plan reviews incrementally, or in phases, or to initiate construction activity prior to resolution of all Plan Review requirements.

A decision to phase permits may be made prior to initial submittal through a “progress print” or “conditional” permit application procedure, or after plans have been submitted, through a “conditional” building permit issuance. Requirements for each type of submittal or phase are explained in the “Commercial Construction/Remodeling Project Plan Review” section outlined in previous [*Step 2*](#), and in the “Conditional Permit Checklist” included in Appendix B.

Project phases are:

- Grading – clearing of vegetation and earthmoving on private property
- Site Development – all site work up to footing and foundation, and including infrastructure improvements (water, fire service lines/hydrants, sanitary sewer, storm sewer/drains and storm water detention, if applicable). NOTE: In many cases, especially for new construction, “private utility projects”, as outlined in the Public Works/Engineering chapter of this Guidebook (or through the Public Works/Engineering Office at (316) 268-4235), must be submitted and approved prior to releasing permit for such site development.
- Framing or Red Iron – all site and building construction work up to a request for a “red-iron” or “framing” inspection
- Wallboard - all site and building construction work up to a request for a “wallboard inspection”
- Temporary Certificate of Occupancy – all site and building construction work up to a request for “temporary” or “partial” Certificate of Occupancy inspection
- Final Certificate of Occupancy – all site and building construction work up to a request for a full “final” Certificate of Occupancy inspection